



Residential Plan Review Check List

Codes Compliance Division 401 Lafayette Street Williamsburg, VA 23185-3617
(757) 220-6136 Fax: (757) 259-3798

The following items must be included with all residential permit applications at the time of submittal.

- ☐ Completed permit application.
- ☐ Job street address (Please make sure that street name and subdivision is shown).
- ☐ Two copies of plans, three copies of site plan showing improvements and dimensions from lot lines, and two copies of the soil report.
- ☐ Name, address, and phone number of the plan preparer on the top sheet of both copies of each plan submittal.
- ☐ If the construction is being performed by the owner, a signed affidavit is required.
- ☐ A completed Land Disturbance permit application and Right-of-Way permit application.

Construction Documents:

- ☐ Elevations drawings from each direction with floor elevations above grade, roof pitch and drawing scale clearly noted.
- ☐ A foundation plan drawn to 1/4" scale. Details or notes must reflect requirements of the submitted soil report as well as code requirements. Engineered foundations are required when it has been determined that moderate or high shrink swell soils or other problem soils exist that exceed the prescriptive requirements of the USBC/IRC. All load paths and point loads to be identified.
- ☐ Floor plans drawn to scale and have all dimensions shown and rooms labeled. Ceiling heights shall be noted on the wall section or the elevations. Window and door sizes are to be labeled on plan or a schedule provided.
- ☐ Detailed wall or building sections showing conformity to the USBC/IRC, the soil report and the model energy code requirements (or evidence supplied to verify proposed alternate construction). Typical exterior wall sections shall clearly show attic and vaulted ceiling ventilation, and roof tie-downs as required by the IRC. Plan must also clearly identify the method of compliance with the **wind bracing and tall unsupported wall** provisions. Method of **garage fire separation** to be identified.
- ☐ Provide two copies of truss and/or engineered wood product (floor, roof, beams, LVL) plans by supplier or design professional for each area where they will be used. Truss plans must contain the seal of the Virginia Registered Design Professional (RDP) responsible for the design.
- ☐ All framing members, joists, beams, girders, posts, to be labeled as to location, direction, size, type lumber grade/species and span on floor plans,
- ☐ Complete drawings for all decks and porches to include method of attachment to the primary structure if not freestanding as well as method of flashing.
- ☐ Roof plan to include sizes and direction for all ridge, valley, hip and roof rafters. All load paths shall be clearly shown from the roof to the foundation bearing, or include an analysis from an RDP. Plan must demonstrate that all prescriptive requirements of the USBC/IRC regarding **posting and rafter thrust prevention** have been incorporated or provide appropriate engineering by an RDP to support the proposed design.
- ☐ Types of fireplace, dimensions and non-combustible hearth materials shall be clearly noted.
- ☐ Engineering for special construction features not covered by the prescriptive requirements of the USBC/IRC.
- ☐ All elevation, plan options, and details **not** pertaining to actual proposed construction shall be clearly marked out.
- ☐ **Code of Virginia section 59.1 requires that Virginia Power be notified if any work is to be done within 10 feet of overhead high voltage power lines. Contact Virginia Power directly at 1-888-667-3000 to obtain approval.**

Please note that your construction plans can not be reviewed unless all of the above items have been included with your permit application.

Project Address: _____

Print Name: _____ **Signature:** _____ **Date:** ____/____/____